

11 March 1952

MEMORANDUM FOR: Assistant Deputy Director/Administration (S)
Assistant Deputy Director/Administration (IAS)
Assistant Director (Personnel)
Comptroller
Chief, Medical Staff
Chief, Administrative Service
Chief of Procurement & Supply

SUBJECT: Briefing for [REDACTED]

STATINTL

STATINTL

STATINTL

1. [REDACTED] who is to become the Senior Representative in [REDACTED] will be briefed by DD/A Offices on 11 March 1952. He is having lunch with Mr. Wolf, and when the formal briefing starts, he will understand the general structure of DD/A Offices and the broad principles under which we accomplish our mission.

STATINTL

2. It is desired that the Office heads indicated below, or their designees, brief [REDACTED] in Room 1149, South Building, at the times indicated. A minimum of 15 minutes should be devoted to a discussion of the general principles pertaining to the particular Office concerned, and a maximum of time devoted to the specific problems, situations, etc., applicable to the area with which [REDACTED] is about to become concerned.

STATINTL

3. Schedule:

11:00 - 11:30	Assistant Director (Personnel)
11:30 - 12:15	ADD/A (IAS)
12:15 - 1:00	Comptroller
1:00 - 1:20	Chief, Medical Staff
1:20 - 1:35	Chief, Administrative Service
1:35 - 1:50	Chief of Procurement & Supply
1:50 - 2:00	ADD/A (S)

19
L. E. WHITE
Assistant Deputy Director
(Administration)

LKW:ps

Distribution:

- 1 - each addressee
- 1 - DD/A
- 1 - ADD/A Files ✓

210

22